

U.S. International Trade Commission

For period covering October 1, 2013, to September 30, 2014.

EXECUTIVE SUMMARY

USITC Mission

Headquartered in Washington, DC the U.S. International Trade Commission (USITC) is an independent Agency that serves the public by implementing U.S. law and contributing to the development of sound and informed U.S. trade policy. USITC mission is to: administer U.S. trade remedy laws within its mandate in a fair and objective manner; provide the President, the United States Trade Representative (USTR), and Congress with independent, quality analysis, information, and support on matters relating to tariffs and international trade and competitiveness; and maintain the Harmonized Tariff Schedule of the United States. USITC major occupations include Attorneys, Economists, and International Trade Analysts.

The U.S. Equal Employment Opportunity Commission (EEOC) set forth in Management Directive 715 the Six Essential Elements of a Model Equal Employment Opportunity (EEO) Program. Essential Element B of a model EEO program is integration of EEO into an agency's strategic mission. In USITC, EEO is a component of the Agency's strategic mission to sustain a diverse workforce. USITC's EEO Director assists the Chairman, Commissioners, managers, and supervisors in increasing the participation rates of minority groups, women, and people with disabilities, particularly in USITC's major occupations and leadership ranks. To broaden the scope and agency communication regarding diversity and inclusion, USITC developed a Diversity and Inclusion Council. The plan for FY 15 is to bring awareness through a series of activities beyond the normal programs of the many areas of diversity and inclusion. Each year a new program theme is used as the lens to view different aspects of diversity and inclusion, and how it relates to individuals in the workplace. This will help with continuous opportunities to work under the six elements at USITC for a Model EEO Program.

USITC maintains its commitment to the mission of equal employment opportunity and continuously strives to provide a discrimination free work environment where conflicts and complaints are resolved as quickly as possible. In addition, USITC embraces diversity by emphasizing the appreciation of differences that exist in our society and promoting an environment in which everyone feels valued and accepted. In conjunction with USITC's EEO Office, USITC managers and supervisors are responsible for implementing the Equal Employment Opportunity and Diversity Program and are held accountable for meeting program objectives.

Workforce Demographics

Overall, total males (47.38%) remain below the CLF (51.84%), where total females (52.62%) were above the CLF (48.16%). Hispanic males (0.5%) and Hispanic females (1.5%) represent a low participation rate compared to the CLF of (5.17%) and (4.79%), respectively. White males (35.66%) are slightly lower compared to the CLF of (38.33%), and White females (26.43%) are below the CLF (34.03%). Black males (6.73%) are above the CLF of (5.49%) and Black females (18.95%) are above the CLF of (6.53%). Asian males (4.24%) and Asian females (3.99%) are above the CLF of (1.97%) and (1.93%). Native Hawaiian/Other Pacific Islander males (0%) are below the CLF (0.07%) and Native Hawaiian/Other Pacific Islander females (0.25%) are above the CLF (0.07%). American Indian/Alaska Native

males (0.25%) are slightly below the CLF of (0.55%), and American Indian/Alaska Native females (0.75%) are above the CLF of (0.53%). Two or more races males (0%) are below participation rate with the CLF of (0.26%) and Two or more races females (0.77%) are above the participation rate compared to the CLF (0.28%).

A review of the workforce data as of September 30, 2014 indicates the most significant disparity in participation rates among USITC employees, as compared to the Civilian Labor Force (CLF), continues to be among Hispanics, White males, Hispanic males and females, and people with targeted disabilities. Another disparity is found in the senior level positions where there is a significant under representation of Hispanic, Black and Asian males and females. This report primarily focuses on the underrepresented groups within USITC. However, other groups will continue to be monitored in regard to their participation rates in the USITC workforce. When significant triggers are identified, an analysis of potential barriers will be performed, objectives established, and planned activities will be identified throughout the year. Also, this report will highlight USITC's accomplishments during FY 2014, identify areas that remain deficient and planned actions to eliminate deficiencies.

Essential Element A - Demonstrated Commitment from Agency Leadership

USITC's leadership continues to demonstrate a strong commitment to equal opportunity for all employees and applicants. A new Chairman, Meredith Broadbent was installed on June 17, 2014. To declare her commitment to ensuring the rights of all USITC employees are protected and her expectations of leadership to embrace and adhere to equal opportunity principles and diversity, she issued her EEO Policy Statement, Anti-harassment Policy, and Diversity and Inclusion Letter on August 4, 2014. These letters were disseminated to all employees via USITC broadcast and were posted throughout the agency in the employee's break areas, display cases, and USITC's internal and external websites. The Commission has undertaken efforts to improve the employees' perception of discrimination and other EEO related issues by creating an environment that is fully transparent.

Recognizing that management accountability is a key element to create a diverse and highly talented workforce, USITC developed performance measures as an approach to ensuring diversity in the workforce. USITC supervisors and managers performance standards include elements of EEO and diversity.

During FY14, USITC submitted its Reasonable Accommodation Procedures to the Equal Employment Opportunity Commission (EEOC) for approval. The procedures clarify the responsibilities to provide reasonable accommodation to qualified employees with disabilities. The Agency is currently awaiting comments or approval from EEOC.

Essential Element B - Integration of EEO into the Agency's Strategic Mission

The Office of Equal Employment Opportunity (OEEO) is integrated into the Agency's Strategic Mission. The Office Director is a member of the Executive Management Committee (EMC). This committee discusses issues that affect or impact every aspect of the agency's operations and resources. Also, The Office Director is one of the nine voting members on the Human Capital Committee. This committee has responsibility for overseeing the agency's human resources services such as; workforce planning and organizational development, awards, performance, recruitment and retention, employee relations, and training and development.

Essential Element C - Management and Program Accountability

During FY2014, USITC's Office of Equal Employment Opportunity (OEEO) continuously provided support in three areas to strengthen and help all individuals achieve positive results at USITC: 1) provide advice and assistance to managers/supervisors regarding their Equal Employment Opportunity (EEO) responsibilities and the status of EEO programs; 2) conduct annual analyses to ensure that unnecessary barriers to employment are not present; and 3) ensure that the USITC workforce and EEO personnel receive required training to include Diversity and Inclusion on an annual bases.

During FY2013, all employees received and completed the biennial Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) training. To ensure that all agency employees are in compliance with the No FEAR Act guidance, all new employees receive NOFEAR training during in-processing. During FY 2015, all agency employees will receive the NO FEAR training to maintain 100% compliance.

To ensure fair and equitable policy and procedures are in place during FY2015 the EEO Office will continue to review agency policies to assure there is no disparate impact on any groups. In FY15, we will continue to review at least one policy per quarter to continue our efforts to become a model EEO Program. We will continue conducting regularly scheduled compliance reviews that will evaluate our EEO policies and practices to determine their compliance with applicable civil rights statutes, regulations, and policies.

The Commission's OEEO is developing other ways to reward achievements in equal employment opportunity. During FY15, we will explore ways to develop an EEO Manager Award for the leaders who continue to support the vision of EEO, Diversity and Inclusion throughout the agency.

During FY 15, a newly developed USITC Diversity and Inclusion (D&I) Council was established by the Chairman. The mission of the D&I Council is to serve as a catalyst for the agency to achieve Diversity and Inclusion (D&I) through specific goals to initiate effective actions in recruiting, mentoring and training opportunities.

During the FY14 hiring process, USITC ensured all external job announcements included information on the Schedule A Hiring and Veteran Hiring Authorities. In order to provide current employees the opportunity for advancement and to maintain retention many of the positions were announced internally. As a result, 72% (41) of positions were filled with internal candidates. Therefore, we had limited opportunities to increase our numbers of those groups that are underrepresented in comparison to the Civilian Labor Force (CLF).

In order to determine whether applicants from specific groups are underrepresented in USITC, we must have the capability to access applicant race, ethnicity, and sex data. Although we anticipated having this capability during FY 2014 to properly analyze our applicant pool for various positions, we were unable to obtain this information. However, we expect the capability to be available in FY 2015.

The OEEO is actively involved in the Small Agencies EEO Council. The purpose of the council is to share ideas and resources, such as training, counseling, and mediation, thus allowing small agencies with limit budgets to meet the standards required by EEOC and OPM. The OEEO also participates in activities led by EEOC and OPM.

Essential Element D - Proactive Prevention of Unlawful Discrimination

During FY 2014, all USITC managers and employees received face-to-face classroom EEO training on the complaints process and reasonable accommodation. During FY 2015, the annual EEO training will be web-based to allow for flexible training opportunities. In addition, a separate EEO-related training will be provided to senior management at grades, GS-15 and above. The OEEO will also encourage each office to establish an annual diversity event to promote the true meaning of diversity and understanding that diversity is more than race, gender, and ethnicity.

During FY 2015, a mentoring program will be established to facilitate the preparation of employees for leadership roles within the agency. This program will be used to help enhance skills; define professional behavior; help employees plan, develop, and manage their careers; improve employee retention; communicate the values, vision, and mission of USITC; and encourage the development of leadership competencies. The mentoring program will target employees at the GS-9 through GS-13 pay grades, however all agency employees will be have the opportunity participate.

During FY2014, Office of Personnel Management's Federal Employee Viewpoint Survey (FEVS), USITC moved up from 9 to 8 (out of 30 small agencies surveyed) in the Partnership for Public Service Ratings for Best Places to Work. To continue to improve our workplace and results during FY2015, we will conduct focus groups with staff and management in four areas; Performance management, Awards, Communication, and Diversity.

Essential Element E – Efficiency

During FY 2014, the Form 462 identified that one new counseling was conducted and ADR was offered, however, the complainant declined ADR and the complaint was timely processed. The low number of complaints is due to an effective approach to early conflict resolution to resolve issues quickly and the willingness of managers and employees to participate in an open dialogue to communicate their concerns.

Essential Element F -- Responsiveness and Legal Compliance

During FY 2014 USITC was in full compliance with federal EEO statutes, regulations, policies, guidance, and other applicable written instructions. There were no findings of discrimination or judgments against USITC during FY 2014. Our goal is to establish an environment where employees and supervisors are able to discuss issues openly without fear of reprisal, and employees are treated fairly based on their actual abilities and performance regardless of race, age, color, sex, religion, national origin, or disability. To facilitate this type of environment the OEEO regularly conducts focus groups with individual workgroups.

During FY 2014, we did not receive any Reasonable Accommodations requests. In spite of this, all reasonable accommodation requests will be processed timely through the use of the interactive process to provide an effective accommodation that will be suitable for the employees and the Agency.

One investigation was conducted during FY 2014. All managers and employees involved were responsive to the investigator and the investigation was completed and issued in accordance with EEOC guidelines.

Please Note: Analysis of temporary employees will not be included in this report due to the low number of temporary employees. USITC will initiate and complete at least one or two barrier analysis each fiscal year depending on identified triggers.

EEOC FORM
715-01
PART F

U.S. Equal Employment Opportunity Commission
**FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

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Altivia Jackson

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Principal EEO Director/Official for

U.S. International Trade Commission

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in
compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date

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715-01
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Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in
compliance with EEO MD-715.



Date



Signature of Agency Head or Agency Head Designee



Date